

NOAA Program Coordination Office (PCO)

Terms of Reference

Purpose:

PCO provides general staff support to the Office of the Under Secretary and serves as a focal point for coordination and/or preparation of a variety of NOAA program reports, events calendars, and management meetings.

Membership:

- Chief: Tim McClung, (202) 482-7438, Tim.McClung@noaa.gov
- Program Specialists:
 - ♦ NESDIS – Emilie Bruchon, (202) 482-1567, Emilie.Bruchon@noaa.gov
 - ♦ NMAO – LCDR Joe Pica (202) 482-0683, Joseph.A.Pica@noaa.gov
 - ♦ NMFS – Jen Costanza (202) 482-1412, Jennifer.Costanza@noaa.gov
 - ♦ NOS – Nell Codner (202) 482-1281, Nell.Codner@noaa.gov
 - ♦ NWS – Mary Ann Kutny (202) 482-1162, Mary.Ann.Kutny@noaa.gov
 - ♦ OAR – Kola Garber (202) 482-1075, Nikola.Garber@noaa.gov

Roles and Responsibilities:

- Program Specialists:
 - ♦ Provide senior staff support to the Office of the Under Secretary.
 - ♦ Develop presentations and speeches for the Office of the Under Secretary.
 - ♦ Provide expert staffing support at events by: including comprehensive background material; understanding local issues, working with Legislative Affairs; working with Public Affairs, Line Office Headquarters and others to ensure the leadership is fully prepared.
 - ♦ Represent the Line and Program Offices within the Office of the Under Secretary and bring issues of concern to the attention of the Office of the Under Secretary. Program Specialists represent the Office of the Under Secretary in interagency meetings and coordinate action within NOAA and the Department of Commerce as required.
 - ♦ Review proposals and controlled correspondence coming to the Office of the Under Secretary for information and/or action and make recommendations as required.
 - ♦ Work with NOAA Line and Program Offices to ensure adequate coordination and attempt to resolve differences dealing with programmatic, scientific and management issues within the agency.

- ◆ Advise the Office of the Under Secretary on broad initiatives and high priority issues requiring immediate attention. Program Specialists provide briefings, as requested, on a broad range of issues which may affect program operations or have impact nationwide.
- ◆ Provide comprehensive analyses relating to proposed initiatives; conduct background research and short-term feasibility studies; and, develop general plans to define objectives and coordinate work to be undertaken.
- ◆ Develop recommendations or conclusions for the Office of the Under Secretary based on careful study/analysis of the material presented, requiring full understanding and consideration of NOAA policies, project management commitments and other relevant factors.

• Line Offices:

- ◆ Provide staffing and subject matter expertise to Program Specialists.
- ◆ Communicate potential controversial issues to Program Specialists.
- ◆ Provide information on relevant activities or events to Program Specialists for the Weekly Report to the White House.
- ◆ Provide information on relevant activities or events to Program Specialists for the NOAA Administrator's use during the weekly Department of Commerce Executive Management Team meeting.
- ◆ Communicate Hot Issue items to Program Specialists.
- ◆ Keep Program Specialists informed of activities that may require responses from NOAA Leadership.
- ◆ Provide Program Specialists with the necessary tools and support to adequately represent the Line Office.